

Approved For Release 2003/11/25 : CIA-RDP75B00326R000100180037-6

**SECRET**

(When Filled In)

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FOR GENERAL BEVAN FROM

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1. DURING SUMMER 1972 [ ] WILL HAVE NUMEROUS [ ] PERSONNEL CHANGES, ESPECIALLY IN THE SUPPORT AREA. PAST EXPERIENCE HAS SHOWN THAT WHEN WE DO NOT HAVE THE OPPORTUNITY TO MAKE OUR OWN INPUTS AND REVIEW OUR PERSONNEL SITUATION WITH HQ, WE INVARIABLY GET SOME MARGINAL PEOPLE, I.E., PEOPLE WHO FILL THE POSITION BUT JUST GET BY. THIS WAS THE CASE IN THE SUMMER OF 1970 WHEN TWO MAIL CLERKS WERE ASSIGNED AS OUR ADMIN. AND D/ CLERK, OUR TWO PRIMARY CLERICAL POSITIONS. TO AVOID PROBLEMS SUCH AS THESE AND OTHERS, I WOULD LIKE TO SEND [ ] MY DIRECTOR OF SUPPORT/EXECUTIVE OFFICER, BACK TO HQ TO DISCUSS OUR ENTIRE PERSONNEL SITUATION IN DEPTH FOR THE CHANGES NEXT SUMMER.

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2. OTHER AREAS THAT ALSO NEED REVIEWING WITH HQ PERSONNEL ARE FINANCE AND STAFF CONTRACTS. ADDITIONALLY, [ ] WHO HAS JUST RECENTLY ASSUMED THE DUTIES OF MY EXECUTIVE OFFICER. COULD BENEFIT FROM AN UPDATED ORIENTATION OF HQ ORGANIZATION AND MANAGEMENT PROCEDURES.

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I FEEL THE VISIT WOULD BE MOST PROFITABLE AND WOULD APPRECIATE  
YOUR CONSIDERATION FOR HIS TRIP DURING THE WEEK OF THE 9TH OR 16TH  
OF AUGUST.

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BT